



Sample Volunteer Recruitment Email 3

To:
From:
Re: *Volunteers Needed for Junior Achievement*

At [COMPANY NAME], we believe in the mission of Junior Achievement and encourage team members to join us in supporting them. [COMPANY NAME] employees have an opportunity to volunteer with local students in the classroom, delivering Junior Achievement's fun, hands-on programs. Junior Achievement teaches students in grades k-12 how to manage money, how to prepare for the workforce, and how to start businesses that strengthen our economy and our community.

[COMPANY NAME] volunteers will be delivering JA programs at [SCHOOL NAME] on [DATE]. JA will provide all the training and materials needed to be supported throughout the experience.

Training for volunteers will be available on [DATE] at [LOCATION]. If you have volunteered in the past, you are encouraged to attend and share your experiences with those new to volunteering. Training is strongly encouraged for all new volunteers.

Please join us at our volunteer recruiting event!

Date:
Time:
Location:

(Add pertinent information – ex: If Upper-Management will be attending or food will be served.)

If you are unable to attend the recruiting event but are interested in learning more, please reply to the email with your interest and contact information.